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**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

*(Signature of Traveler)*

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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Originally submitted  
9/24/18

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**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Katherine Thompson

Employing Office/Committee: Senator Mike Lee

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): Wednesday, October 24th, 2018-Friday, October 26th, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Omni Bedford Springs in Bedford, Pennsylvania

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Legislative Correspondent for Senator Lee, I cover issues related to national defense, military, foreign affairs, and commerce. At the Heritage Foundation Emerging Leaders Conference, I will attend sessions covering topics related to these issue areas and have the opportunity to discuss with issue experts.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/15/2018  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

**Senator Mike Lee**

I, Senator Mike Lee hereby authorize Katherine Thompson  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/15/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

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